

**For Help:** Please contact the CRPNBC office at [crpnbc@crpnbc.ca](mailto:crpnbc@crpnbc.ca), or call 604.931.5200 on weekdays from 8:15 am to 4:00 pm. We can most effectively meet your needs by email, which we monitor closely during business hours.

*My Record* is the one-stop electronic place where you can update your profile information and find CRPNBC application forms.

Registration renewal has two components:

- First, update your profile information in *My Record*;
- Second, complete the Registration Renewal form in *My Record*.

The instructions in Part A explain how to update your profile information. The Instructions in Part B (starting on page 12) explain how to complete the renewal form.

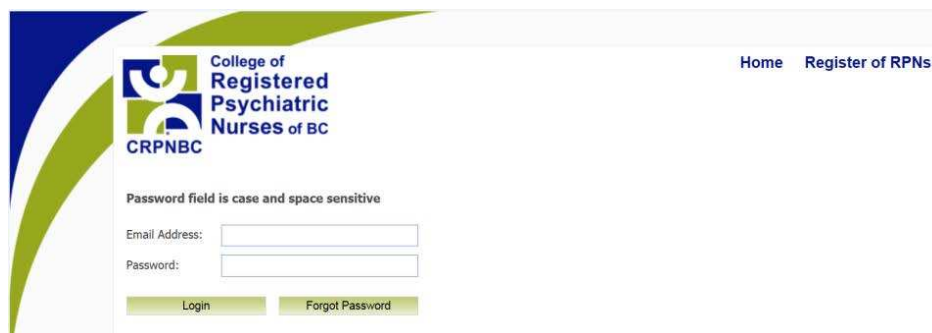
## Part A. My Record – Profile Information

### Log In

1. Go to [www.crpnbc.ca](http://www.crpnbc.ca) and click on *My Record* in the left column.



- The following **login page** will open:



- Enter the **email address** you previously provided to the CRPNBC. If you cannot remember the address you provided, please contact the office.
- Enter your **password**. This may be your home postal code, unless you set your password to something else. For your postal code, use capitals and try both with and without a space as the password field is case and space sensitive. If this still does not work, click *Forgot Password* to have a new temporary password emailed to the address we have on record for you. If you do not receive an email, please check your junk mail or contact the office.
- Click *Login*.

## Welcome Page

- Once you login, the following welcome page will open:

MY RECORD > WELCOME PAGE	
<p><b>WELCOME PAGE</b></p> <p><b>PROFILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Profile Summary</li> <li>Name and Contact Information +</li> <li>Employment History +</li> <li>Practice Hours Summary</li> <li>Education History +</li> <li>Other Registration +</li> <li>Change Password +</li> <li>My Public Register Profile</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>Initial Application</li> <li>First Registration</li> <li>Registration Renewal</li> <li>Change of Status</li> <li>Cancel Registration</li> </ul> <p><b>PAYMENT</b></p> <ul style="list-style-type: none"> <li>Payment Portal</li> </ul> <p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>Continuing Competence Review Form</li> <li>Past Continuing Competence Review</li> </ul>	<p><b>Welcome TEST PERSON</b></p> <hr/> <p>Through <i>My Record</i> you can update your information at any time. Under the CRPNBC Bylaws you have a legal obligation to keep your contact, employment and other registration information current at all times.</p> <p><b>How to Navigate My Record</b></p> <p>From the menu in the left column, click on the item you wish to view or change. Menu items marked with a + allow you to change your own information.</p> <p><b>Education, Work Information and Practice Hours</b></p> <p>This information is no longer collected through the <i>Registration Renewal</i> form. Instead, you should update your information as often as necessary through <i>My Record</i>. You must also update just before renewal to ensure your renewal is approved. To record your practice hours, click on <i>Employment History</i> in the left menu and edit an existing employment record or create a new one. You will be asked for your 2015 practice hours for each employer. You can then see a summary of your total hours under <i>Practice Hours Summary</i> in the left menu.</p> <p><b>Important Notice</b></p> <p>Please do not use decimal points in entering practice hours or phone numbers. If you encounter problems with fields or navigation buttons not working, please let us know.</p> <p><b>Questions?</b></p> <p>If you need help, please call the office or email <a href="mailto:crpnbc@crpnbc.ca">crpnbc@crpnbc.ca</a>.</p>

7. You can click on any of the blue words in the left menu to open that page. Menu items marked with a + allow you to change your own information.

### Profile Summary

8. Click on *Profile Summary* in the left menu to see a summary of the profile information we have for you. The top part will look like this:



My Record > Profile Summary		
WELCOME PAGE	Last Name:	PERSON
PROFILE MANAGEMENT	First Name:	TEST
Profile Summary	Preferred First Name:	
Name and Contact Information +	Registration Number:	05367
Employment History +	Registration Status:	Lapsed
Practice Hours Summary	Registration Category:	Practicing
Education History +	Registration Expiry Date:	Feb-28-2013
Other Registration +	Gender:	Female
Change Password +	Birthdate:	Jan-01-1960
My Public Register Profile	Street Address 1:	111 Street
APPLICATIONS	Street Address 2:	
Initial Application	Street Address 3:	
Registration Renewal	City:	Port Moody
Change of Status	State/Province:	British Columbia
Cancel Registration	Country:	Canada
PAYMENT	ZIP/Postal Code:	V3H 2B4
Payment Portal		
FORMS		
Criminal Record Check Application		
Continuing Competence Self-Assessment		

### Name and Contact Information

9. If you have changed your legal name, or if your contact information needs updating or correction, click on *Name and Contact Information +* in the left menu.
10. Any name changes must be supported by legal documentation, which can be uploaded or faxed to the office.
11. **To upload a document**, scan and save it to your computer. Click *Upload*. A new box will open. Click *Browse*, find the file you want to upload, click *Open*, then click *Upload File*. The maximum document size that can be uploaded is 5 MB.
12. Note that if you enter your postal code, the City, Province and Country information will automatically fill in.
13. In the example below, the *Verify Email* field was not filled in. When *Save Changes* is clicked, the missing required information is highlighted in red and a Stop message appears.

14. Once you have finished entering your new information, click *Save Changes* at the bottom.

**My Record > Contact Information**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- Registration Renewal
- Change of Status
- Cancel Registration

**PAYMENT**


- Payment Portal

**FORMS**

- Criminal Record Check Application
- Continuing Competence Self-Assessment

**ONLINE COMMUNITIES**

- Registrant Forums
- Shared Documents



There are some errors with the changes you are attempting to make.  
Correct the following errors to continue:

Verify Email is a required field.

**Name**

Preferred First Name:

Name Legally Changed to (first name, any middle name, then last name):

You must submit a photocopy of a legal change of name document. You can either upload this document or fax it to 604 931 5277.

Upload (Max 5MB)  
 Being Faxed

**Home Address Information**

Street Address (Line 1)\*:

Street Address (Line 2):

Street Address (Line 3):

ZIP/Postal Code\*:   Enter postal code and click Search to autofill City, State/Province and Country.

City: Port Moody

State/Province: British Columbia

Country: Canada

**Contact Telephone Numbers**

Home Telephone Number\*:

Mobile Telephone Number:

**E-mail Addresses (This email address is used for your login)**

E-mail Address\*:

Verify Email\*:

Page 4 of 20

Suite 307, 2502 St. Johns Street, Port Moody, BC, Canada V3H 2B4  
 Tel: 604.931.5200 • Fax: 603.931.5277 • Toll Free: 1.800.565.2505 • www.crpnb.ca • crpnbc@crpnbc.ca

## Employment History

15. Click on *Employment History* +. A page similar to the following will open:

**WELCOME PAGE**

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**PROFILE MANAGEMENT**

Profile Summary

Name and Contact Information +

**Employment History +**

Practice Hours Summary

Education History +

Other Registration +

Change Password +

My Public Register Profile

---

**APPLICATIONS**

Initial Application

First Registration

Registration Renewal

Change of Status

Cancel Registration

---

**PAYMENT**

Payment Portal

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**FORMS**

Continuing Competence Review Form

Past Continuing Competence Review Records

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**ONLINE COMMUNITIES**

Registrant Forums

Shared Documents

### Employment History

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This is where you will update your work information and practice hours in order for your renewal application to be approved.

**Existing Records**

Below are tables listing any past and present employers we have on record for you. Click *Edit* to check we have the right employment information for you, including the correct employer and address. Please let us know at [crpnbc@crpnbc.ca](mailto:crpnbc@crpnbc.ca) if there are any errors that you cannot correct yourself. Only the office can delete records.

**For any Present Employment, please ensure all of the required information is filled in, up to date, and saved.** If your job has ended, enter an end date, and this will move the record into Past Employment where it can be viewed but not edited.

**New or Missing Employment**

To enter new or missing employment for any time up to December 31 2015, use the *New Place of Practice* button. Employment for 2016 can only be entered from April 1, 2016, one month after the renewal process has finished. If you carry on business under your personal name, please select "Self Employed."

**Practice Hours**

We are now collecting separate practice hours by employer instead of one total for the year. When you edit or create an employment record, there will be a data field asking you for your 2014 practice hours for that employer.

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Past Employment

Place of Practice	Primary	Start Date	End Date	
Riverview Hospital - Coquitlam - PHSA	No	Oct-01-2013	Dec-16-2014	<a href="#">Detail</a>

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Present Employment

Place of Practice	Primary	Start Date	End Date	
Government of BC - Ministry of Health - Victoria	Yes	Dec-16-2014		<a href="#">Edit</a>

**New Place of Practice**

Employment Status:\*

Select ▼

**Save Changes**



16. A table of the previous employment we have on record for you (if any) will be shown under Past Employment. Further details can be seen by clicking on *Detail*, but this record cannot be edited since the record is now closed. Corrections and deletions can only be done by the CRPNBC office.
17. There will also be a table of the present employment we have on record for you (if any). Any changes to existing employment information, **including practice hours**, can be updated by clicking *Edit*. (To see what the page will look like when you click *Edit*, see paragraph 23 below.) Note: a record can only be deleted by the CRPNBC office.
18. **Employment Status** must be completed by clicking on the black upside down triangle and selecting from the drop down menu that opens. Click *Save Changes* after making your selection:
19. If any employment for 2015 is missing, this information must be added.
20. To add a new employment record, click on *New Place of Practice*. The following page will open:

**MYRECORD > EMPLOYMENT HISTORY**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- First Registration
- Registration Renewal
- Change of Status
- Cancel Registration

**PAYMENT**

- Payment Portal

**FORMS**

- Continuing Competence Review Form
- Past Continuing Competence Review Records

### New Place of Practice

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To add a new place of practice to your record, search for your employer by typing a name in the *Search Employer Name* field and clicking **Search**. You can search by the name of the work site, town, or health authority acronym. For example, for *West Coast General Hospital* in Port Alberni, which is part of the Vancouver Island Health Authority, you can type any of the following:

- West, Coast, General, Hospital, or a combination of these words
- Port Alberni
- VIHA (Note: health authorities can only be searched by abbreviations without periods).

If you cannot find your employer, please contact the College at [crpnbc@crpnbc.ca](mailto:crpnbc@crpnbc.ca) to have the employer added to our database.

Once you have found the employer you are looking for, **Double Click** it. This will open the screen where you will enter your employment details and practice hours. Since this will be a new record, please enter a start date.

Employer	City
<div style="display: flex; align-items: center; justify-content: center;"> <div> <p>No result was found. Please try a variation of the name you are searching for. For example, try "St. Paul" or "Paul" instead of "St Paul" or search by the town. If you still cannot find your employer, please contact the CRPNBC office to have the name added to the database.</p> </div> </div>	

21. Search for an employer in our databank by entering a term, then clicking *Search*. You can search by any portion of the name, town or health authority abbreviation (without periods). For example, here is what comes up when “Smithers” is searched:

Search Employer Name\*

Search

Employer	City
Bulkley Lodge - Smithers - NHA	Smithers
Smithers Home and Community Care - NHA	Smithers
Smithers Public Health - NHA	Smithers
Bulkley Valley District Hospital - Smithers - NHA	Smithers
Smithers Mental Health and Addictions Community Program - NHA	Smithers
Moricetown Band - Smithers	Smithers

Open Selected Employer Record
Cancel

22. If you cannot find your employer, contact the CRPNBC office to have the name added to the databank.
23. Once you have found your employer, double click on the name, which will open the selected record. This may take a few seconds. If Bulkley Lodge is selected in the above example, a page like the following opens, except the year for the Practicing Hours will be updated to last year.

...next page

**MyRecord > Employment History**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- Registration Renewal
- Change of Status
- Cancel Registration

**PAYMENT**

- Payment Portal

**FORMS**

- Criminal Record Check Application
- Continuing Competence Self-Assessment

**ONLINE COMMUNITIES**

- Registrant Forums
- Shared Documents

**Step Two: New Employment History**

Employer*	Bulkley Lodge - Smithers - NHA 3668 - 11th Avenue PO Box 3640 Smithers British Columbia, Canada V0J 2N0	
Place of Work:	05 - Nursing Home/Long-Term Care Facility	
First Nation Organization?: *	Select	
Telephone Number: *	<input type="text"/>	Telephone Extension: <input type="text"/>
Fax:	<input type="text"/>	
E-mail Address:	<input type="text"/>	

**My Practice**

Area of Practice: *	Select	
Position: *		
Primary Responsibility: *		
Full/Part Time (Emp. Status): *	Select	
Is This Employment Status Your Choice? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2013 Practicing Hours for This Employer: *	<input type="text"/>	Do not include vacation, sick time or other leaves from work, or on-call time for which you were not called in
Primary Place of Practice? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Supervisor:	<input type="text"/>	
Supervisor Telephone Number	<input type="text"/>	
Health Authority: *	Select	

**Place of Practice Change?**

Indicate Start Date. If you are no longer at this job, indicate End Date. The day of the month can be estimated.

Start Date (mm/dd/yyyy) *	<input type="text"/>	
End Date (mm/dd/yyyy)	<input type="text"/>	

Save Changes
Cancel

24. The *Place of Work* is greyed out to indicate this cannot be changed by you. If you think the assigned Place of Work code is incorrect, please contact the CRPNBC office.

25. Any Practicing Hours you enter will be totaled in the *Practice Hours Summary* discussed in the next section.

26. Once you have completed all the required fields, click *Save Changes*. The new employment record should now show in the employment table in *Employment History*.




### Practice Hours Summary

27. Click on *Practice Hours Summary*. A page like the following will open:

**MYRECORD > PRACTICE HOURS**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
-  Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- First Registration
- Registration Renewal
- Change of Status
- Cancel Registration

**PAYMENT**

- Payment Portal

#### Practice Hours Summary

This is a *summary* of your reported practice hours for the past 5 years; changes cannot be made here.

New hours can be added through *Employment History* in the left menu. The Practice Hours for each year is the sum of the hours reported for each employer that year.

**Notice of important change:** practice hours are now to be reported for the previous *calendar* year (January to December) and not the previous *registration* year (March to February). This means that in this registration renewal, you should report the hours that you practiced from January 1, 2015 to December 31, 2015.

Before January 1, 2013, hours were reported by registration year. If practice hours for previous years are incorrect, please contact the CRPNBC office.

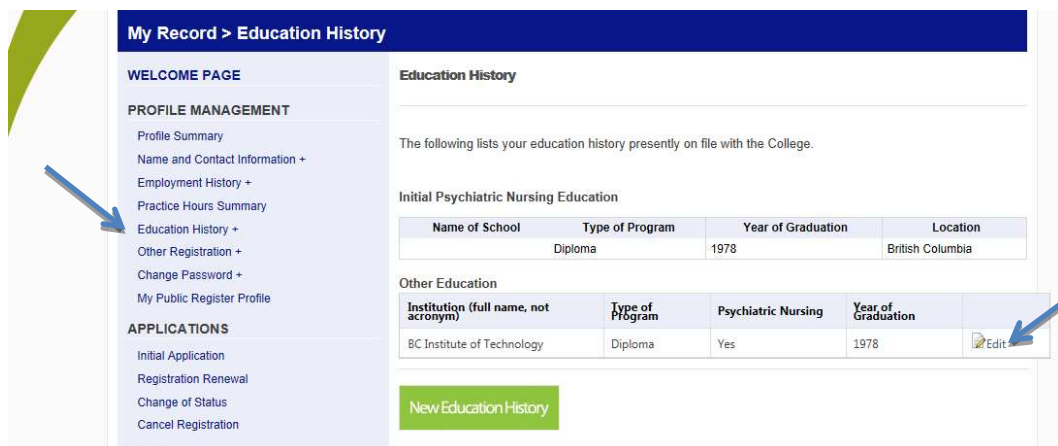
Year	Practice Hours
2015	400
2014	6460
2013	3895
2011	200
2010	793

28. This page summarizes your reported practice hours for the past 5 years. Changes to the most recent year can be made through *Employment History*. Corrections for past years must be done through the office.

### Education History

29. Click on *Education History +*. A page like the following will open:

...next page



**My Record > Education History**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- Registration Renewal
- Change of Status
- Cancel Registration

**Education History**

The following lists your education history presently on file with the College.

**Initial Psychiatric Nursing Education**

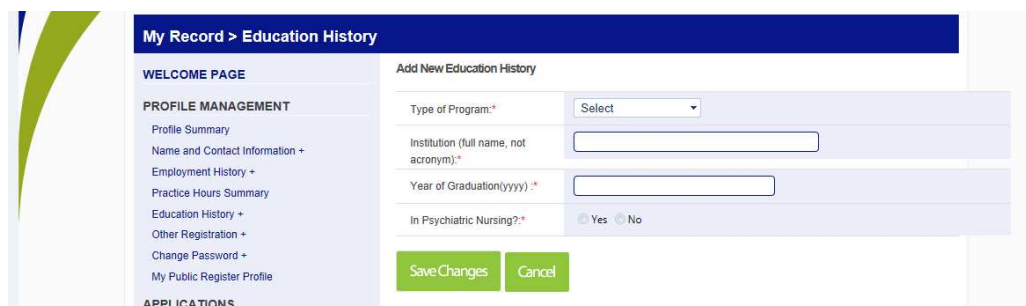
Name of School	Type of Program	Year of Graduation	Location
	Diploma	1978	British Columbia

**Other Education**

Institution (full name, not acronym)	Type of Program	Psychiatric Nursing	Year of Graduation	
BC Institute of Technology	Diploma	Yes	1978	<a href="#">Edit</a>

[New Education History](#)

30. Your Initial Education information cannot be changed, but corrections and updates to Other Education information can be done by clicking *Edit*. A new record can be added by clicking *New Education History*. In either case, the page that opens will look something like this:



**My Record > Education History**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- Registration Renewal
- Change of Status
- Cancel Registration

**Add New Education History**

Type of Program:\*

Institution (full name, not acronym):\*

Year of Graduation(yyyy) :\*

In Psychiatric Nursing?:\*  Yes  No

[Save Changes](#) [Cancel](#)

31. Select a program from the drop down list and fill in the remaining information. Remember to click *Save Changes*.

## Other Registration

32. To record past or current registration with another regulatory body, click on *Other Registration +* and edit or add a new registration. The page will look something like this:



**MyRecord > Other Registration**

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- Registration Renewal
- Change of Status
- Cancel Registration

**Other Registration**

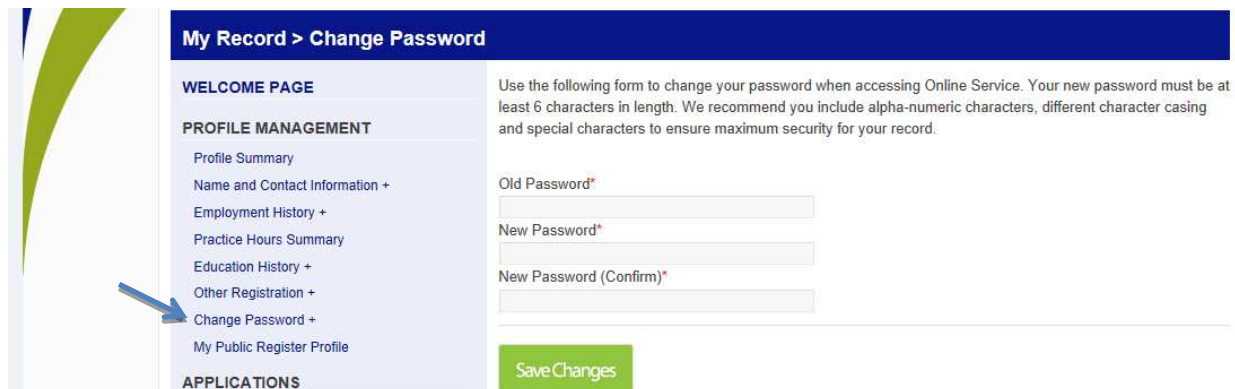
If you have previously reported registration with another regulatory body, it will display here. Click *Edit* to make changes to existing information. Use *New Registration* to report new registration with another regulator. For corrections, contact the CRPNBC office.

Other Registration	Current or Previous	Other Reg Number	
CRNBC (RN BC)	Previous		<a href="#">Edit</a>
NMBA (Australia)	Previous		<a href="#">Edit</a>
NMC (UK all RNs)	Current	22222222	<a href="#">Edit</a>
NURSING COUNCIL OF BARBADOS	Current		<a href="#">Edit</a>

[New Registration](#)

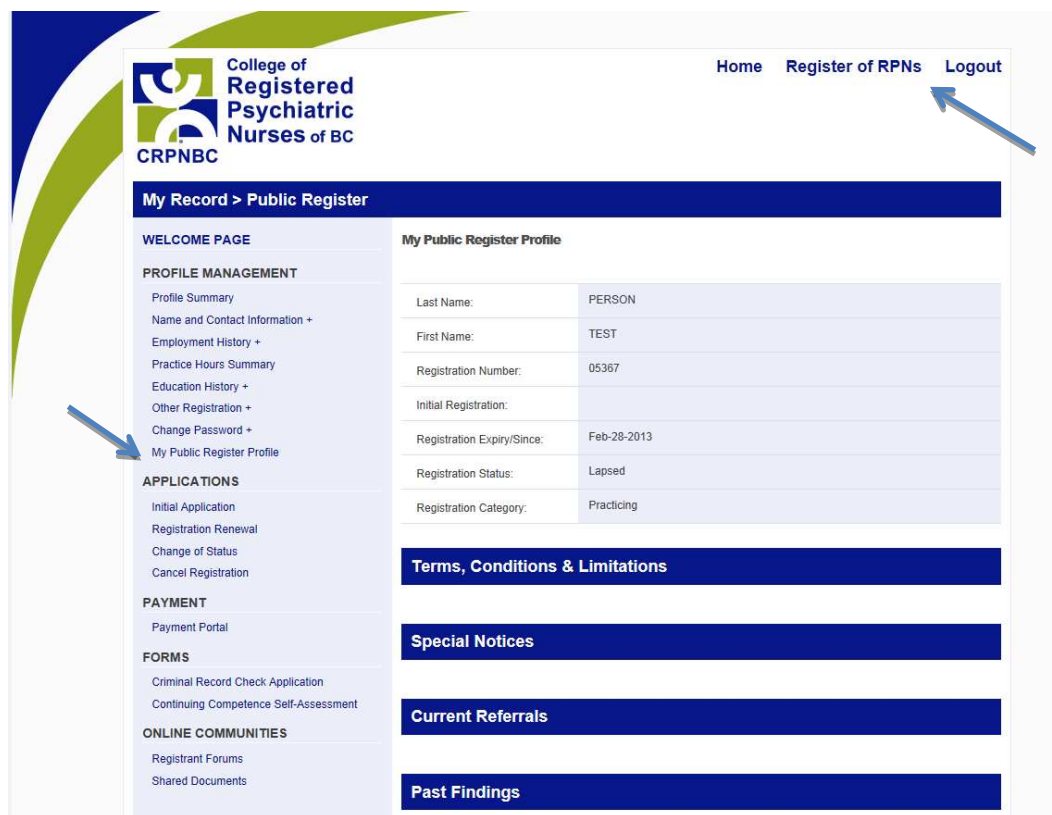
## Change Password

33. Click *Change Password +* to change your password at any time. The page will look like this:



## My Public Register Profile

34. If you click on *My Public Register Profile*, this shows what is being published on the public register on our website. Alternatively, you can click on *Register of RPNs* at the top to go to the actual public register.



Last Name:	PERSON
First Name:	TEST
Registration Number:	05367
Initial Registration:	
Registration Expiry/Since:	Feb-28-2013
Registration Status:	Lapsed
Registration Category:	Practicing

# Part B. My Record – Registration Renewal


35. Click on *Registration Renewal* under Applications in the left menu of *My Record* to open the renewal form. If the form will not open, this means you have already submitted a renewal form for the year, or you have been blocked from renewing because either your Continuing Competence Review form or your criminal record check (or both) has not been completed. Contact the office if this is the case.
36. If you try to proceed through the form without completely filling it, you will get a message like the following:



### 1) Confirmation of My Record Update

37. Confirm that you have updated the required information in *My Record* by clicking on the appropriate boxes and then clicking *I Confirm*.

MY RECORD >REGISTRATION RENEWAL APPLICATION

<p><b>WELCOME PAGE</b></p> <p><b>PROFILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Profile Summary</li> <li>Name and Contact Information +</li> <li>Employment History +</li> <li>Practice Hours Summary</li> <li>Education History +</li> <li>Other Registration +</li> <li>Change Password +</li> <li>My Public Register Profile</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>Initial Application</li> <li>First Registration</li> <li> Registration Renewal</li> <li>Change of Status</li> <li>Cancel Registration</li> </ul> <p><b>PAYMENT</b></p> <ul style="list-style-type: none"> <li>Payment Portal</li> </ul> <p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>Criminal Record Check Application</li> </ul>	<p><b>TEST PERSON - 02370</b></p> <p><i>If required, you may exit this document and complete it at a later time. If you leave a page inactive, you may need to exit and restart. Any information you have entered will be saved.</i></p> <p><b>1) CONFIRMATION OF MY RECORD UPDATE</b></p> <p>Welcome to the Registration Renewal Application.</p> <p>Under the <i>Health Professions Act</i>, registrants must provide specific personal information to the CRPNBC. Before you can proceed with your renewal application, you must review and update your information in <i>My Record</i>, which you can do by clicking on the choices in the left menu. Once you have done this, you must attest to the information below. <b>False confirmation is professional misconduct and could result in disciplinary action.</b></p> <p><b>I confirm</b> I have reviewed and accurately updated the following information in <i>My Record</i> (click each box to confirm):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name and Contact Information</li> <li><input type="checkbox"/> Employment History</li> <li><input type="checkbox"/> Education History</li> <li><input type="checkbox"/> Other Registration</li> </ul> <p style="text-align: center;"><span style="background-color: #006633; color: white; padding: 5px 15px; border: 1px solid #006633;">I Confirm</span></p>
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## 2) Renewal Type

38. Your current status is greyed out, indicating it cannot be changed. If your current status is incorrect, please contact the office.

**MY RECORD > REGISTRATION RENEWAL APPLICATION**

<p><b>WELCOME PAGE</b></p> <p><b>PROFILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Profile Summary</li> <li>Name and Contact Information +</li> <li>Employment History +</li> <li>Practice Hours Summary</li> <li>Education History +</li> <li>Other Registration +</li> <li>Change Password +</li> <li>My Public Register Profile</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>Initial Application</li> <li>First Registration</li> <li>Registration Renewal</li> <li>Change of Status</li> </ul>	<p><b>TEST PERSON - 02370</b></p> <p><b>2) RENEWAL TYPE</b></p> <p>Current Status: <span style="border: 1px solid #ccc; padding: 2px;">Practicing</span></p> <p> <input type="checkbox"/> I am applying to renew as a practicing registrant  <input type="checkbox"/> I am applying to renew as a non-practicing registrant  <input type="checkbox"/> I am not renewing my registration         </p> <p><b>Practicing registration</b> is required if you are working as a Registered Psychiatric Nurse.</p> <p><b>If you opt for Non-Practicing registration</b>, you are by definition not working as an RPN. Therefore, if you choose to be Non-Practicing, you cannot accumulate hours toward the Continuing Competence Program requirement of 1400 practice hours in the last 5 years (new graduates have 5 years from graduation). This applies even if you are dually trained and registered as a practicing RN. Even if you continue to work as an RN, you may have to take a refresher program to be reinstated as an RPN.</p> <p>For more information about the different types of registration and their consequences, click <a href="#">here</a></p> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: #006633; color: white; padding: 5px 15px; border-radius: 3px;">Previous Step</span> <span style="background-color: #006633; color: white; padding: 5px 15px; border-radius: 3px; margin-left: 10px;">Next Step</span> </div>
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39. Select the registration category you are applying for. If you select Non-practicing registration, the screen will expand to show an undertaking. You must affirm this undertaking if you wish to be Non-practicing. Then click *Next Step*.

<ul style="list-style-type: none"> <li>Name and Contact Information +</li> <li>Employment History +</li> <li>Practice Hours Summary</li> <li>Education History +</li> <li>Other Registration +</li> <li>Change Password +</li> <li>My Public Register Profile</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>Initial Application</li> <li>First Registration</li> <li>Registration Renewal</li> <li>Change of Status</li> <li>Cancel Registration</li> </ul> <p><b>PAYMENT</b></p> <ul style="list-style-type: none"> <li>Payment Portal</li> </ul> <p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>Criminal Record Check Application</li> <li>Continuing Competence Review Form</li> </ul>	<p> <input checked="" type="checkbox"/> I am applying to renew as a non-practicing registrant  <input type="checkbox"/> I am not renewing my registration         </p> <p>Reason:* <span style="border: 1px solid #ccc; padding: 2px;">Select</span></p> <p><b>To renew as Non-practicing, you must provide the following Non-practicing Undertaking as required by the CRPNBC Bylaws:</b></p> <p>As a condition of being granted non-practicing registration by the College of Registered Psychiatric Nurses of British Columbia ("CRPNBC"), I undertake to the CRPNBC that, during the time I am a Non-practicing registrant, I shall:</p> <ol style="list-style-type: none"> <li>1. not provide the services of the profession of psychiatric nursing in the province of British Columbia; and</li> <li>2. always use the term "non-practicing" in conjunction with any use of the title "Registered Psychiatric Nurse," or a variation of that title, or the abbreviation, "RPN" within British Columbia.</li> </ol> <p>I understand that, as a non-practicing registrant, I am entitled to all the privileges of registration except as set out in this undertaking, and that I am subject to all the obligations of registration, except payment of the regular practicing fees.</p> <p>I also understand that if the CRPNBC has reason to believe that I have breached this undertaking, the CRPNBC may refer my breach to the Inquiry Committee.</p> <p><input type="checkbox"/> I affirm the above undertaking*</p>
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40. If you are not renewing your registration, please complete the *Cancel Registration* form under Applications in the left menu.

### 3) Independent Practice / Self Employed

41. If you are in independent practice or self-employed, you must upload or fax proof of additional liability insurance.

The screenshot shows a web interface for a registration renewal application. The header is 'MY RECORD > REGISTRATION RENEWAL APPLICATION'. On the left is a navigation menu with sections: 'WELCOME PAGE', 'PROFILE MANAGEMENT' (containing links for Profile Summary, Name and Contact Information, Employment History, Practice Hours Summary, Education History, Other Registration, Change Password, and My Public Register Profile), and 'APPLICATIONS' (containing links for Initial Application, First Registration, and Registration Renewal). The main content area is titled 'TEST PERSON - 02370' and '3) INDEPENDENT PRACTICE / SELF-EMPLOYED'. It contains a paragraph stating that the CRPNBC Guidelines for Registered Psychiatric Nurses in Independent Practice (2008) require a minimum of 5 years of experience. Below this is a question: 'Are you self-employed or have an independent practice as any part of your work as an RPN?' with a 'Yes' dropdown menu. Underneath is a label 'If yes, indicate:' followed by a 'Select' dropdown menu. A paragraph explains that CRPNBC requires RPNs in independent practice to have additional liability insurance, which must be submitted annually. It provides contact information for uploading or faxing documents. At the bottom of the form are two checkboxes: 'Upload (Max 5MB)' and 'Being Faxed'. At the very bottom are two green buttons: 'Previous Step' and 'Next Step'.

42. To **upload** a document, scan and save it to your computer. Click *Upload*. A new box will open. Click *Browse*, find the file you want to upload, click *Open*, then click *Upload File*. The maximum document size that can be uploaded is 5 MB.

...next page

## 4) Continuing Competence

43. This page simply provides information for your review, and will summarize hours from the past 5 years. If everything is correct, click *Next Step* to continue. To correct the hours for the most recent year, click *Employment History* in the left menu and edit your employment information. To correct the hours for past years, contact the office.

**WELCOME PAGE**

**PROFILE MANAGEMENT**

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

**APPLICATIONS**

- Initial Application
- First Registration
- Registration Renewal
- Change of Status
- Cancel Registration

**PAYMENT**

- Payment Portal

**FORMS**

- Continuing Competence Review Form
- Past Continuing Competence Review Records

**ONLINE COMMUNITIES**

- Registrant Forums
- Shared Documents

**4) CONTINUING COMPETENCE**

Participation in the CRPNBC Continuing Competence Program is mandatory for registration renewal. This involves:

- a. maintaining a minimum of 1400 practice hours in the preceding 5 years (or within 5 years of graduation for new graduates) and
- b. completing the annual Continuing Competence Review form.

**A. Practice Hours:** these are hours that you worked as a Registered Psychiatric Nurse but do not include vacation, sick time or other leaves from work, or on-call time for which you were not called in.

Below is a *summary* of your reported practice hours for the past 5 years. The total for each year is the sum of the hours reported for each employer that year. New hours for the current calendar year can be added through *Employment History* in the left menu. Please review, and if practice hours for previous years are incorrect, contact the CRPNBC office.

**Note:** since January 1, 2013, practice hours have been reported by *calendar* year (from January 1 to December 31). Prior to January 1, 2013, they were reported by *registration* year (from March 1 to February 28).

Year	Practice Hours
2015	400
2014	6460
2013	3895
2011	200
2010	793

**B. Continuing Competence:** thank you for having submitted your annual Continuing Competence Self-Assessment form this previous fall.

Previous Step
Next Step

44. If you did not enter hours for the past year through *Employment History* in the left column, you will get a message like the following:

Continuing Competence Review Form

Past Continuing Competence Review Records

**ONLINE COMMUNITIES**

- Registrant Forums
- Shared Documents

**B. Continuing Competence:** thank you for having submitted your annual Continuing Competence Self-Assessment form this previous fall.

Previous Step
Next Step

There are some errors with the changes you are attempting to make. Correct the following errors to continue:

No practice hours in past year - first update your Employment History through left menu

## 5) Disclosure

45. The Disclosure page will be similar to the one below. Ensure you make complete and accurate disclosure. Failure to do this may result in regulatory action against you.

<b>PROFILE MANAGEMENT</b> <a href="#">Profile Summary</a> <a href="#">Name and Contact Information +</a> <a href="#">Employment History +</a> <a href="#">Practice Hours Summary</a> <a href="#">Education History +</a> <a href="#">Other Registration +</a> <a href="#">Change Password +</a> <a href="#">My Public Register Profile</a>	<b>DISCLOSURE</b>
<b>APPLICATIONS</b> <a href="#">Initial Application</a> <a href="#">First Registration</a> <a href="#">Registration Renewal</a> <a href="#">Change of Status</a> <a href="#">Cancel Registration</a>	<p>1) Have you ever been convicted in Canada or elsewhere of a criminal or other offence (excepting any pardoned offences)? <span style="float: right;"><input type="button" value="Yes"/></span></p> <p>What year was the conviction* ? <input type="text"/></p> <p>2) Have you been arrested or charged with an offence where the outcome is still pending? <span style="float: right;"><input type="button" value="No"/></span></p> <p>3) Have you ever been the subject of a denial, revocation, suspension or surrender of registration or license with a regulatory body for a profession in any jurisdiction? <span style="float: right;"><input type="button" value="No"/></span></p> <p>4) Have you ever been disciplined by a regulatory body for a profession in any jurisdiction, or resolved a complaint by agreement with such a body? <span style="float: right;"><input type="button" value="No"/></span></p> <p>5) Are you, or have you ever been, the subject of an investigation, review or proceeding regarding your conduct? <span style="float: right;"><input type="button" value="No"/></span></p> <p>6) Have you ever had limits, restrictions or conditions imposed on your registration or license by a regulatory body for a profession in any jurisdiction? <span style="float: right;"><input type="button" value="No"/></span></p> <p>7) Are you affected by a physical or mental condition or addiction to alcohol or drugs that reasonably could impair your ability to practice psychiatric nursing? <span style="float: right;"><input type="button" value="No"/></span></p> <p>8) If you answered YES to any of the above, please be more specific:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<b>PAYMENT</b> <a href="#">Payment Portal</a>	<input type="button" value="Previous Step"/> <input type="button" value="I Affirm"/>
<b>FORMS</b> <a href="#">Continuing Competence Review Form</a>	

## 6) Declaration

46. If you agree, affirm the Declaration.

<b>PROFILE MANAGEMENT</b> <a href="#">Profile Summary</a> <a href="#">Name and Contact Information +</a> <a href="#">Employment History +</a> <a href="#">Practice Hours Summary</a> <a href="#">Education History +</a> <a href="#">Other Registration +</a> <a href="#">Change Password +</a> <a href="#">My Public Register Profile</a>	<b>DECLARATION</b>
<b>APPLICATIONS</b> <a href="#">Initial Application</a> <a href="#">First Registration</a> <a href="#">Registration Renewal</a> <a href="#">Change of Status</a> <a href="#">Cancel Registration</a>	<p>I solemnly declare the following to be true:</p> <ul style="list-style-type: none"> <li>• the information in this form is accurate and complete;</li> <li>• I have accurately updated my information in <i>My Record</i>;</li> <li>• I am of good character;</li> <li>• if I am applying for Practicing registration, I am fit to practice, except as disclosed in answer to the Disclosure questions; and</li> <li>• I am in compliance with the BC <i>Health Professions Act</i> and Regulations, and the CRPNBC Bylaws, Code of Ethics and professional and practice standards.</li> </ul> <p>And I acknowledge that:</p> <ul style="list-style-type: none"> <li>• my registration is subject to the accuracy of my information, which may be audited; and</li> <li>• it is an offence under the <i>Health Professions Act</i> to knowingly submit false information.</li> </ul> <p style="text-align: center;"><input type="checkbox"/> I affirm the above</p> <p style="text-align: center;">Please indicate that you agree by clicking the box above</p>
<b>PAYMENT</b> <a href="#">Payment Portal</a>	<input type="button" value="Previous Step"/> <input type="button" value="Next Step"/>

### 7) Optional – Volunteering with CRPNBC

47. If you are interested in volunteering with CRPNBC, please select what you are interested in. If a need for help in that area arises, we will contact you.

<p><b>WELCOME PAGE</b></p> <hr/> <p><b>PROFILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Profile Summary</li> <li>Name and Contact Information +</li> <li>Employment History +</li> <li>Practice Hours Summary</li> <li>Education History +</li> <li>Other Registration +</li> <li>Change Password +</li> <li>My Public Register Profile</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>Initial Application</li> <li>First Registration</li> <li>Registration Renewal</li> <li>Change of Status</li> <li>Cancel Registration</li> </ul> <p><b>PAYMENT</b></p> <ul style="list-style-type: none"> <li>Payment Portal</li> </ul> <p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>Criminal Record Check Application</li> <li>Continuing Competence Review Form</li> <li>Past Continuing Competence Review Records</li> </ul> <p><b>ONLINE COMMUNITIES</b></p>	<p><b>TEST PERSON - 02370</b></p> <p><b>7) OPTIONAL – VOLUNTEERING WITH CRPNBC</b></p> <p>Are you interested in volunteering for CRPNBC? Yes ▾</p> <p>Areas of Interest:</p> <p><b>COMMITTEES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors</li> <li><input type="checkbox"/> Registration</li> <li><input type="checkbox"/> Inquiry</li> <li><input type="checkbox"/> Patient Relations &amp; Professional Practice</li> <li><input type="checkbox"/> Workplace Representatives</li> <li><input type="checkbox"/> Quality Assurance</li> </ul> <p><b>EXAMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invigilator</li> <li><input type="checkbox"/> Exam Development</li> </ul> <p><b>EVENT ORGANIZATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual General Meeting</li> <li><input type="checkbox"/> Education Day</li> </ul> <p><b>COMMUNICATOR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Writing articles</li> <li><input type="checkbox"/> Editing / Editor</li> </ul> <p><b>ELECTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> e.g. Scrutineer</li> </ul> <p><b>OFFICE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> e.g. Mailouts</li> </ul>
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### 8) Invoice

48. This page indicates the amount you owe, if any. For example, if you are on a Pre-Authorized Debit (PAD) plan, you may not owe any fees since you have already made monthly payments for the year. If you are on PAD and changing from Practicing to Non-practicing status, we may owe you a refund, in which case we will mail a cheque to you in the next month. This page also sets out our refund policy:

## MY RECORD > REGISTRATION RENEWAL APPLICATION

### WELCOME PAGE

### PROFILE MANAGEMENT

- Profile Summary
- Name and Contact Information +
- Employment History +
- Practice Hours Summary
- Education History +
- Other Registration +
- Change Password +
- My Public Register Profile

### APPLICATIONS

- Initial Application
- First Registration
- Registration Renewal
- Change of Status
- Cancel Registration

### PAYMENT

- Payment Portal

### FORMS

- Criminal Record Check Application
- Continuing Competence Review Form
- Past Continuing Competence Review Records

### ONLINE COMMUNITIES

- Registrant Forums
- Shared Documents

TEST PERSON - 02370

### INVOICE

On Pre-Authorized Payment Plan (PAP)

Fee	Amount
Practising Fee	430.00
	\$430.00 (CAD)
Amount Paid	\$0.00 (CAD)
Amount Owing (Refund if Negative Amount)	\$430.00 (CAD)
Payment Status	Unpaid

#### A. PAYMENT METHOD (CREDIT CARD)

Since you are not enrolled in the Pre-Authorized Payment (PAP) plan, you must pay by credit card (Visa or Master Card).

Practicing registrants may enroll in the PAP plan, which allows automated payments in monthly installments one year in advance of the renewal year. If you wish to enroll, please complete and send the form found [here](#).

However, you must still pay the full fee for this year's registration by credit card.

#### B. REFUND POLICY

The CRPNBC will not provide a refund of any fees paid to it except in the following circumstances:

1. We have determined, in our sole discretion, that the fee was charged in error.
2. Upon application and provided that there are no other fees, fines or monies owing to the CRPNBC by you, we will refund a pro-rated portion of any unused quarter(s) of the annual practicing or non-practicing registration fee based on the dates below. For example, if the application is received on September 1, a refund will be made for the quarter December 1 to February 28/29.

- \* March 1 to May 31
- \* June 1 to August 31
- \* September 1 to November 30
- \* December 1 to February 28/29

Payment of registration fees must be made for the full year. Any refunds must be applied for at the time of the status change.

**To pay by Visa or Master card, click button below to be redirected to the secure payment page. Is this safe?** Your credit card number is transmitted by SSL directly to a secure, electronic payment page. The little lock icon on your browser confirms this. At no time is your credit card information stored on our servers.

[Proceed To Secure Credit Card Payment](#)

Once you click the Proceed button, you will not be able to return to this page unless you do not pay and you start over again

[Previous Step](#)



### Payment Details

49. Unless you are on the Pre-Authorized Debit plan, you must pay by credit card (Visa or Mastercard):

#### Payment Details

Transaction Amount: \$430.00 (USD)



Order ID: CRPNBC:02370:635539057558579528

Please complete the following details exactly as they appear on your credit card.  
*Do not put spaces or hyphens in the credit card number.*

Cardholder Name:

Credit Card Number:

Expiry Date:  /

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

### 9) Those on PAD – Renewal Result

50. If you are on PAD, you will be directed to a **Renewal Result** page that acknowledges receipt of your application. This concludes your application process. You will receive an email confirmation with a PDF copy of your application. If your application is approved, you will also receive an electronic copy of your registration card and tax receipt. A hard copy will not be mailed.

### 9) Those not on PAD – Payment Acknowledgement

51. If you are not on PAD, you will be directed to pages that will enable you to make a credit card payment through a secure external site. The CRPNBC does not store your credit card information on our servers. The system will advise whether your payment has been approved or denied. This concludes your application process. You will receive an email confirmation with a PDF copy of your application. If your application is approved, you will also receive an electronic copy of your registration card and tax receipt. A hard copy will not be mailed.

<p><b>WELCOME PAGE</b></p> <p><b>PROFILE MANAGEMENT</b></p> <p>Profile Summary</p> <p>Name and Contact Information +</p> <p>Employment History +</p> <p>Practice Hours Summary</p> <p>Education History +</p> <p>Other Registration +</p> <p>Change Password +</p> <p>My Public Register Profile</p> <p><b>APPLICATIONS</b></p> <p>Initial Application</p> <p>First Registration</p> <p>Registration Renewal</p> <p>Change of Status</p> <p>Cancel Registration</p> <p><b>PAYMENT</b></p> <p>Payment Portal</p> <p><b>FORMS</b></p> <p>Criminal Record Check Application</p> <p>Continuing Competence Review Form</p>	<p><b>TEST PERSON - 02370</b></p> <p><b>9) PAYMENT ACKNOWLEDGMENT</b></p> <hr/> <p>Payment Amount <input type="text" value="\$430.00 (CAD)"/></p> <p>Payment Status <input type="text" value="Paid"/></p> <p><b>Credit Card Payment Result</b></p> <p>Your credit card transaction has been <b>APPROVED</b>.</p> <p>Order ID <span style="float: right;">CRPNBC:02370:635539057558579528</span></p> <p>Transaction Date <span style="float: right;">2014-12-11</span></p> <p>Transaction Time <span style="float: right;">15:07:24</span></p> <p>Authorization Code <span style="float: right;">404372</span></p> <p>This acknowledges receipt of your application to renew your registration.</p> <p>If you wish to keep a record of this acknowledgment, please print this page. A copy of your application will also be emailed to you. If your application has been automatically approved, the email will include your registration card and duplicate tax receipts. A hard copy will not be mailed.</p> <p>If there are any problems with your application, we will contact you.</p> <p>After March 1, you can verify your registration through the public Register of RPNs on our website.</p> <p>Thank you. The application process is now complete.</p>
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52. An email with a PDF of your application and the following text will be sent to you:

Dear TEST PERSON ,

Thank you for your application to renew your registration with the College of Registered Psychiatric Nurses of BC.

Attached is a copy of your online application.

Your application is being reviewed by the office. If there are any problems with your application, we will contact you. Otherwise, we will email you your registration certificate and tax receipt in the near future

If there are any errors in the attachment(s), please let us know. After March 1, you can verify your registration through the public *Register of RPNs* on our website.

53. If your application is approved, you will also receive an email with your registration certificate and duplicate tax receipts:

Dear Registrant:

This confirms the renewal of your registration with the College of Registered Psychiatric Nurses of BC for the new practice year. Attached is a page containing your registration card and duplicate tax receipts for you to print. We will no longer be mailing registration cards and tax receipts.

If there are any errors in the attachment, please let us know. You can verify your registration through the public Register of RPNs on our website.